



**NORTH CAROLINA
ALARM SYSTEMS LICENSING BOARD**

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MEMORANDUM - April 2010

TO: ASLB Licensees

FROM: Terry M. Wright, PPS Director

Terry M. Wright

SUBJECT: UPDATE ON ALARM BOARD MATTERS

Criminal Record Checks

Due to recent guideline changes, we will no longer provide the licensee/applicant with the criminal charge and/or conviction obtained via the fingerprint record checks or via NCDOJ search methods. The PPS staff can only advise the licensee/applicant of the date, state, county and classification (misdemeanor or felony) of the conviction/charge. Once the licensee/applicant has been advised of the above information, the applicant will be required to provide a certified copy of their criminal record from the public records database from the jurisdiction of the charge/conviction. Once we have received the records from the applicant we will either approve the application, provide a letter requesting additional information or advise of the grounds for denial.

If the public record submitted with the application includes the charge/conviction discovered by PPS, no additional criminal record will be required.

Renewal Registration Late Fee - effective May 1st there will be a \$20 fee for each registration application that is not received prior to the expiration of the application.